



## **P/T CLERK I**

### **DUTIES AND FEATURES OF THE CLASS:**

This is an entry level position involving the performance of routine clerical and related office tasks requiring the exercise of judgment in the application of prescribed procedures and methods to routine matters. The work is performed under the general direction of a supervisor and is reviewed periodically.

### **EXAMPLES OF WORK:**

Sorts, files and looks up material alphabetically, numerically or by other classification; answers telephone, receives, answers or refers questions or complaints; types a variety of material when necessary; acts as receptionist and assists public with disposition of problems, questions, requests or complaints; opens and processes mail in accordance with established procedures; records money, makes deposits as required; operates a copier, calculator, computer, or other office equipment; performs related work as required.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

General knowledge of office terminology, procedures and equipment; some knowledge of elementary bookkeeping; ability to understand and follow simple oral and written directions; ability to adhere to prescribed departmental routines; ability to speak clearly and write legibly; ability to establish and maintain effective working relationships with other employees and the general public.

### **QUALIFICATIONS:**

Graduation from an accredited high school or GED, with emphasis on office practices, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

4/12/11